

NROP 2: MASTER CASE FILE PROCEDURES		Page 1 of 2
Division of Forensic Science Northern Laboratory's Regional Operating Procedure		Amendment Designator: 1
		Effective Date: 3/1/05
NROP 2: Master Case File Procedures		
2-1	Purpose This ROP documents procedures for the handling and safeguarding of the master case files stored in the Northern Laboratory.	
2-2	References <ul style="list-style-type: none"> Quality Manual, Section 13, Case Files and File Administration 13.9.4 AOP 1, State Records Center Files AOP 5, Expunging of Records 	
2-3	Access Authorizations <ul style="list-style-type: none"> The Forensic Office Manager and Forensic Administrative Specialists have primary responsibility of the master case files, which are housed in a secure area of the laboratory, by FS# in numerical order by year. Access to the master case files is limited to laboratory staff. The information contained within these files is considered confidential information and shall be secured from unauthorized personnel access at all times. 	
2-4	Retrieval Procedures <ul style="list-style-type: none"> When a case file, or any portion thereof, is removed from the master case files, a charge out card will be placed in the master case file jacket. The charge out card will bear the name of the individual taking custody of the case file, the date (MDY), the FS# and brief detail as to what is being charged out, i.e. SX report 5/3/00 & tech docs, chain of custody only, etc. The master case file jacket and the lab copies of the RFLE(s) will remain in the master case files at all times . The charge out card will be removed when the case file, or portions thereof, are returned to the master case files. 	
2-5	Originals vs copies of case file leaving the Northern Laboratory <ul style="list-style-type: none"> Originals from a case file, or preferably, copies of the case file may be taken out of the laboratory for the purposes of court, pre-trial meetings, peer review, etc., by current employees of the Northern Laboratory. The employee will maintain direct control and custody of the case records at all times until they are returned to the Laboratory. Originals from the case file will not be given to court officials. Employees will offer copies of originals as an alternative if pressed. Originals from the case file may also be checked out of the Northern Laboratory by current Division employees in the Central, Eastern and Western Laboratories on an as needed basis for peer review, discovery/SDT response, or other valid business reason. Procedures outlined above in 2-4 will be followed. Only copies of the file will be provided to former employees of the Laboratory, with exceptions granted only by the Laboratory Director. 	
2-6	Return of original case file documentation to the master case files <ul style="list-style-type: none"> Official case file documentation will be returned to admin for filing in a timely manner after reports are released from FACE and/or completion of the chain of custody. Employees are prohibited from keeping separate copies of case records apart from the official master case file record. 	
2-7	Archiving/Expunging of Master Case Files <ul style="list-style-type: none"> Approximately the last five years of cases are maintained in the Northern Laboratory. Master case files, older than five years, will be boxed on an annual basis and transferred to SRC in accordance to AOP 1. These files will be spot-checked for misfiles before being boxed up. Boxed files ready for transfer to archive storage will be secured in a secure area of the laboratory. The Forensic Office Manager is responsible for coordinating Master Case File materials for archival and expunging purposes. 	

NROP 2: MASTER CASE FILE PROCEDURES	Page 2 of 2
<div data-bbox="250 191 995 281"> <div data-bbox="431 191 813 224">Division of Forensic Science</div> <div data-bbox="250 243 995 281">Northern Laboratory's Regional Operating Procedure</div> </div>	Amendment Designator: 1
	<div data-bbox="1117 222 1305 306"> <div data-bbox="1117 222 1305 254">Effective Date:</div> <div data-bbox="1117 275 1195 306">3/1/05</div> </div>
<div data-bbox="151 409 1526 504"> <div data-bbox="151 409 651 441">2-8 Requesting case files from Archives</div> <div data-bbox="199 443 1526 504"> <ul style="list-style-type: none"> The Forensic Office Manager will coordinate all requests for case files from archives by Northern staff IAW AOP 1 and is responsible for maintaining/tracking these files while they are in the Northern Laboratory. </div> </div>	